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Bulletin Number 45938BR

Type of Recruitment Transfer Opportunity

Department Internal Services

Position Title SECRETARY III

Filing Type Open Continuous

General Information The ISD Maintenance & Operation Division is seeking a highly qualified, self-motivated individual to fill the position of Secretary III in the Maintenance & Operations, District 4 Section. The position is required to interact both verbally and in writing with the general public, employees, supervisors, managers, and staff from other County departments.

Requirements *** DO NOT APPLY ONLINE***

All interested permanent employees wishing to be considered for a lateral transfer and holds the payroll title of **Senior III or who are eligible for administrative reassignment in accordance with Civil Service Rule 15 are invited to submit a letter of interest**, a resume highlighting education and experience, two writing samples, last two performance evaluations, and time records for the last two years to:

Manuel Hernandez
Internal Services Department - FOS
Maintenance & Operations Division - District 4 Operations
9230 East Imperial Highway
Downey, CA, 90242
Phone: (562) 940-2405 | MHernandez@isd.lacounty.gov

All materials submitted will be evaluated. Only the most qualified employees, based on the information submitted, will be contacted for an interview. The interview will be used to determine the final selection. Resumes and related documentation will be accepted until the needs of the Service have been met, this opportunity is subject to closure without notice.

Desirable Qualifications

- Excellent customer service skills.
- Strong verbal and written communications skills.
- Strong computer skills, including proficiency in both Microsoft WORD and Excel.
- Detail oriented with the ability to produce an accurate and thorough work product.
- Strong organization skills to follow-up with others to ensure deadlines are met.
- Experience with timekeeping functions and usage of TIMEI,

Duties

Screens a high volume of office and telephone calls and furnishes requested information or takes messages for the District manager and personnel; refers callers to other appropriate departmental personnel

who can best provide the caller with requested information and/or services.

Makes appointments and arrangements for conference and meetings for the Manager and crafts supervisors of the District.

Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional materials as necessary, and may prepare reports for supervisor's approval upon request.

Takes service calls from the client departments, issues Job Ticket tracking numbers, and contacts the appropriate crafts-person on emergency trouble call; prepares and prints Job Ticket Requests, and inputs and closes Job Tickets upon completion by crafts personnel.

Checks materials being submitted for supervisor's attention to ascertain that all relevant data, files, signatures, etc., are included.

Acts as the Section's timekeeper, including gathering time sheet information from FAMIS and entering data into TIMEI. Forwards corrections to the ISD Payroll Office for processing and also collects, files and tracks overtime request forms.

Orders and maintains supplies for the District, and monitors the use of supplies by personnel.

Vacancy Information This position is located at 9230 East Imperial Highway, Downey, CA, 90242. This position works from 8:00 a.m. - 5:00 p.m., and is on a 5/40 Monday - Friday work schedule.

Available Shift Day

Contact Name Manuel Hernandez

Contact Phone (562) 940-2405

Contact Email MHernandez@isd.lacounty.gov

California

Relay Services Phone 800-735-2922

Job Field Secretarial

Job Type Administrative Support

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